

## ***SENIOR ACCOUNT CLERK***

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### **DEFINITION**

Under direction, performs responsible accounting work for the Superior Court which involves knowledge of accounting procedures, computer programs, legal terminology and processing. The Senior Account Clerk will perform more difficult and complex legal accounting processes to include the set up of accounts receivable files, claim processing, monthly reconciliations, trust account applications and reimbursement claims.

### **DISTINGUISHING CHARACTERISTICS**

Under general supervision a Court Senior Account Clerk may act as a journey worker in the Superior Court Fiscal Division. This position requires thorough knowledge of: daily deposit routines; accounts receivable set up and processing; processing of professional services, vendor, purchase and employee travel claims and related policies, to include returned check policies and processing as established by the Superior Court. The Court Senior Account Clerk may participate in training and directing the work of subordinate staff.

### **TYPICAL TASKS**

- balancing daily clerk cash receipts, preparing daily bank deposit;
- posting and balancing spreadsheets;
- processing mail payments;
- assisting the public in person and by telephone;
- verifying, entering and retrieving information from automated and manual record-keeping systems;
- adhering to legal procedures regarding the collection of fees and fines;
- imputing and updating court case information;
- tracking case file locations;
- scheduling and vacating court dates;
- using various computer programs to assist with court fiscal processing work.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Purposes, methods, and practices of financial record keeping;
- concepts of double-entry bookkeeping;
- fiscal accounting terminology;
- general banking procedures;
- cash handling procedures;
- must demonstrate proven proficiency with spreadsheet applications, i.e. Lotus123 or Excel;

- codes, ordinances and rules of court as they pertain to fiscal processing and procedures for the Superior Court;
- office practices and methods to include proper phone etiquette;
- filing practices
- the correct usage of proper grammar and spelling.

**Ability to:**

- Maintain complex records, analyze data, and prepare accurate reports;
- use independent judgment in carrying out instructions concerning maintenance of fiscal records;
- operate adding machines and calculators;
- handle routine correspondence and related clerical tasks independently;
- make mathematical calculations accurately and rapidly;
- operate automated office equipment including word processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, and other modern office equipment;
- train subordinate personnel;
- follow oral and written directions;
- establish and maintain effective working relationships.

**PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

**EXPERIENCE/EDUCATION**

Two years of general clerical experience which included the keeping of fiscal records is required. (Successful completion of a basic bookkeeping course or its equivalent may be substituted for the required experience.) or: three years filing and indexing legal documents with related experience that would provide knowledge of the methods and practices of financial record keeping.